

Credit Hour Compliance

What is a credit hour?

- ▶ Usually based on number of classroom hours per week throughout term
- ▶ Traditionally, students have been awarded credit for courses on basis of the **Carnegie unit**:
 - ▶ Founded by Carnegie Foundation over a century ago
 - ▶ Standard unit of students' exposure to subject material by ensuring consistent amounts of instructional time
 - ▶ Not intended to function as a measure of what students learned
 - ▶ Used to organize the work of students and faculty

Limitations

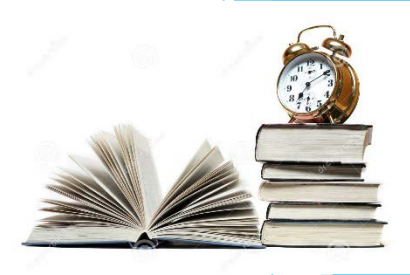
- ▶ Focus is on time, rather than student learning and mastery
- ▶ Complicated by multiple methods for delivering instruction
- ▶ Complicated by various “term” lengths

Limitations have led to federal regulation

- ▶ Federal definition of credit hour
- ▶ Flexibility for institutions
- ▶ Responsibilities of accreditors

Understanding Credit Hour Compliance

Federal definition of credit hour:



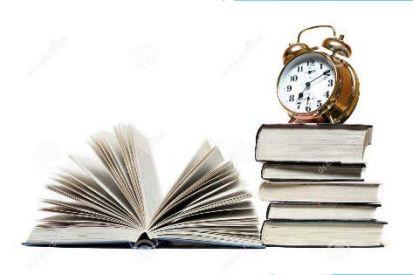
A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

Source: Code of Federal Regulations (34CFR 600.2)

Understanding Credit Hour Compliance

Flexibility for Institutions:



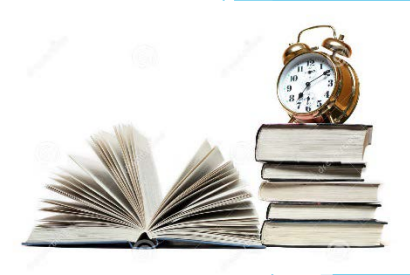
Critical flexibilities in determining appropriate amount of credit hours for student coursework include the following:

- The institution determines the amount of credit awarded for student work.
- A credit hour is expected to be a **reasonable approximation** of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education.
- The definition does not dictate particular amounts of classroom time versus out-of-class student work.
- In determining the amount of work the institution's learning outcomes will entail, as under current practice, the institution may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

Source: Dear Colleague Letter, Department of Education, March 2011

Understanding Credit Hour Compliance

Responsibilities of Accreditors:

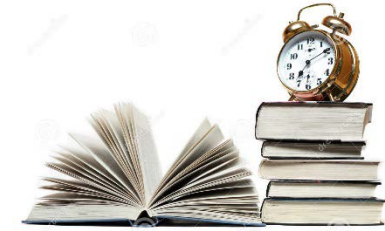


- Review the institution's policies and procedures for determining the credit hours and the application of the institution's policies and procedures to its programs and coursework;
- Make a reasonable determination of whether the institution's assignment of credit hours conforms to commonly accepted practice in higher education;
- Review and evaluate an institution's policies and procedures for determining credit hour assignments through use of sampling or other methods in the evaluation; and
- Take such actions that it deems appropriate to address any deficiencies that it identifies at an institution, as it does in relation to other deficiencies it may identify.

Source: Dear Colleague Letter, Department of Education, March 2011

Understanding Credit Hour Compliance

State and HLC policy reinforce federal regulation.



ICCB Administrative Rules Section 1501.309, Course Classification and Applicability

b) Course Credit Hour Determination.

- 1) Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.
- 2) Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.
- 3) Courses in which students participate in laboratory/clinical-laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.
- 4) Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester or equivalent and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

HLC Policy FDCR.A.10.020, Assignment of Credits, Program Length, and Tuition



Policy Title: Assignment of Credits, Program Length, and Tuition

Number: FDCR.A.10.020

An institution shall be able to equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, to justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and to justify any program-specific tuition in terms of program costs, program length, and program objectives. Affiliated institutions shall notify the Commission of any significant changes in the relationships among credits, program length, and tuition.

Assignment of Credit Hours. The institution's assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

Preparing for HLC

What are the steps to take?



- Build consensus on expectations
 - By program and/or discipline
 - Through the lens of standards
 - Industry
 - Accreditation
 - As appropriate for community college students (e.g., through DQP)
- Audit existing designation for credit hour by course
- Revise master course syllabi (based on audit)
- Update credit hour policy and related procedures

Credit Hour Definition

Southeastern Illinois College requires this policy to be practiced by all faculty, fulltime and part-time. All definitions and standards apply equally to courses offered both on and off campus, and in all modes of instructional delivery. *(See handout)*

Instructor Requirements

- ▶ Beginning with Summer 2016 semester, all instructors must submit a completed credit hour compliance form attached to instructor course outline.
- ▶ Forms are attached to all master course outlines
- ▶ Forms can also be obtained on Intrinsic under Forms and Manuals.... Academic Affairs..... Federal Credit Hour Compliance

Reference Chart

	Credit Hours (Lect./Lab)	Total Hours In Classroom		Total Hours Outside Classroom		Total Hours
		Lecture	Lab	Lecture	Lab	
.5 credit	.5 (.5/0)	7.5	0	15	0	22.5
	.5 (0/1)	0	15	0	7.5	22.5
1 credit	1 (1/0)	15	0	30	0	45
	1 (0/3)	0	45	0	22.5	67.5
	1 (.5/1)	7.5	15	15	7.5	45
2 credits	2 (2/0)	30	0	60	0	90
	2 (1/2)	15	30	30	15	90
	2 (1.5/1)	22.5	15	45	7.5	90
3 credits	3 (3/0)	45	0	90	0	135
	3 (1/4)	15	60	30	30	135
	3 (2/2)	30	30	60	15	135
	3 (2.5/1)	37.5	15	75	7.5	135
4 credits	4 (4/0)	60	0	120	0	180
	4 (3/2)	45	30	90	15	180
	4 (2/4)	30	60	60	30	180
5 credits	5 (5/0)	75	0	150	0	225
	5 (4/3)	60	45	120	22.5	247.5
	5 (4/2)	60	30	120	15	225
6 credits	6 (6/0)	90	0	180	0	270
	6 (1/15)	15	225	30	112.5	382.5
7 credits	7 (6/2)	90	30	180	15	315
10 credits	10 (2/24)	30	360	60	180	630
11 credits	11 (6/10)	90	150	180	75	495

To calculate classroom hours:

Lecture: total lecture credit hours x 15

Lab: total lab credit hours x 15

To calculate outside classroom hours:

Lecture: in-classroom lecture hours x 2

Lab: in-classroom lab hours ÷ 2

Courses that are fieldwork or internship based will be calculated using the total semester contact hours as the equivalent amount of work required.

Federal Credit Hour Compliance Course Audit Form

Course Prefix: _____ Course Title: _____

Instructor: _____

Credit Hours ____Total ____Theory ____Lab Semester: _____

Delivery Format: _____

Course Component	Aligned to Course Objective	Average Hours per Occurrence	Number of Occurrences		Total Hours	
			In	Out	In	Out
Assignment		1				
Discussion		1				
Exam		3				
Group project		1				
Lab activity		1				
Lecture (synchronous or asynchronous)		1				
Papers/essays		2.5				
Portfolios/Presentation		3				
Quizzes		.5				
Reading assignments		.25				
Total In-class Course Component Hours: Lecture						
Lab						
Total Out-of-class Course Component Hours: Lecture						
Lab						

Part III: Audit Findings

Please identify how the result of *Total Semester Hours* calculated in Part III compare to *Credit Hours Currently Awarded*

<i>Total Semester Hours are</i>	<input type="radio"/> less than	<i>Credit Hours Currently Awarded.</i>
	<input type="radio"/> the same as	
	<input type="radio"/> more than	

Questions?

- ▶ Contact:

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